

P.O. Box 128
Elgin, Oregon 97827
180 N. 8th
voice/fax 541 437-2253

April 24, 2000

TO: All Budget Committee Members
FROM: Joe Garlitz, Administrator/Recorder

REGARDING: Notice of budget hearings and budget calendar

For your information, the following notice regarding our budget meeting will be published in "The Paper". Please put this meeting on your calendar and plan to attend, Tuesday May 9, 2000 at 6:45 p.m.

I will present the budget message and provide you with a copy of the budget at that time, this should require about 30 minutes of your time. We will have additional meetings to review the budget on May 16, 23 and 30. These meetings will generally last about 2 hours, from 7 to 9 p.m.

CITY OF ELGIN
NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the City of Elgin, Union County, State of Oregon, on the budget for the fiscal year July 1, 2000 - June 30, 2001 will be held at the City Hall, 180 N. 8th, **Tuesday May 9, 2000 at 6:45 pm.**

The purpose of the meeting is to receive the budget message and the budget document of the City. A copy of the budget document may be inspected or obtained on or after Tuesday May 9, 2000 at the City Office between the hours of 8:30 am and 5:00 p.m.

This is a public meeting where deliberation of the Budget Committee will take place. Listed below are times of additional Budget Committee meetings that will be held to take public comment. Any person may appear at the meeting to discuss the proposed programs with the budget committee.

May 16 & 23, 2000 at 7:00 p.m. at the City Hall 180 N.8th

Tentative Budget Calendar 2000

Prepare Budget	April
Publish Notice of Budget Committee Meeting	April 25 & May 2
Budget Committee Receive Budget Message	May 9
Budget Committee Meeting, Begin Review	May 16
Committee Approve Budget	Approx May 30,
Publish Budget Hearing Notice and Budget Summary	June 13
Budget Hearing	June 20
Adopt Budget & Enact Resolutions	June 27

BUDGET COMMITTEE MEMBERS

CITY COUNCILORS:

Berta Churchill, Mayor
John McElravy
John Stover
Pat McMullen

Joe Estes
John Broughton
Glenn Clark

APPOINTED MEMBERS:

	Term Ends	Status
Marilyn Lane	12/31/2002	Current
Sharon Glasson	12/31/2002	Current
Judy Rabourn	12/31/2002	Current
Rick Smith	12/31/2001	Current
Harlan Scott	12/31/2001	Current
Cassius Lisk	12/31/2000	Current
Susan McMurdo	12/31/2000	Current

City of Elgin

MEMO

February 22, 2000

TO:

ALL DEPT HEADS

REGARDING:

2000/2001 BUDGET

It is once again time to begin the budget process. Our expected resources will be very close to those of last year. We no longer have the capacity to increase tax revenues, and can only increase fees to make up the increase in costs to us for materials.

The short form of the above, *is limit your budgets to last year's expenditures*, or be prepared to argue for your department at the expense of the other departments and reserve savings for major purchases.

Attached is a copy of the current budget sheet. It shows the current budget amounts, last year's budget and the actual expenditures for the two years prior to that. Also attached is the latest expense report for all invoices submitted up to February 7.

Please review your current budget. Pencil in amounts that you would like for the next year. If there are items you would like to add, write them in as needed.

I am required to submit a balanced budget to the budget committee. So be forewarned I will take the liberty of making the budget balance, even if it reduces some of your requests.

Each department will have an opportunity to present its budget requests directly to the committee, so don't despair if your budget is not presented as you requested.

Please return these as soon as possible, no later than March 15. (1st come, 1st served!)